POSITION TITLE: COMMUNITY PLANNING MANAGER, LOCAL FIRST ARIZONA FOR(U)M

REPORTS TO: EXECUTIVE DIRECTOR

FLSA CLASSIFICATION: NON-EXEMPT

Local First Arizona’s For(u)m is a membership-based program dedicated to furthering diverse, context-sensitive and responsible development through infill, adaptive reuse, preservation, and redevelopment. The program serves as an information exchange that organizes and informs development professionals focused on urban infill projects, advocating for a balanced dialog between residents, city government, and business stakeholders.

POSITION PURPOSE
This position is primarily responsible managing member recruitment and retention, programming, and policy advocacy on behalf of the For(u)m program.

DUTIES AND RESPONSIBILITIES
This position requires experience working with small and large local businesses and non-profit organizations, city and regional planning and development staff, local elected officials, and the public as they engage with the built environment in development, multi-modal transportation, and land-use planning. This position also requires an ability to work well with diverse groups of staff and the public, answering general membership tasks as needed

Daily Responsibilities:
• Manages requests from members or outside parties desiring an Local First Arizona presence for built environment issues as needed
• Manages For(u)m program events including coordination of staff and volunteer coverage for each of those events
• Recruits, manages and grows individualized relationships with members of Local First For(u)m with great customer service skills
• Monitor local, state, and national policy and case news for development community
• Connect business coalition members to real estate brokers and developers looking to fill retail/office/hospitality space in light rail corridor

Monthly Responsibilities:
• Writes and edits content for the For(u)m newsletter
• Coordinates, promotes, facilitates, and moderates 10x/year For(u)m panels, tours, mixers, and expos on topics pertaining to adaptive reuse and infill development
• Manage relationships and attends regular meetings with LFA partners/projects (Ex. Phoenix Community Alliance, Sustainable Communities Collaborative, City of Phoenix Development Advisory Board, AIA Phoenix, ULI Phoenix, AZ Partnership for Healthy Communities, CNU Southwest, hyperlocal neighborhood associations)
• Manage relationships with cities of Phoenix/Tempe/Mesa councilpersons and relevant city staff (Neighborhood Services, Community & Economic Development, Planning & Development, etc) for regular policy advocacy, and event-based partnerships
• Coordinates and facilitates regular For(u)m Advisory Council meetings and manages relationships with 5-6 member board
Ongoing Responsibilities:
• Create and research effective strategies to recruit and retain For(u)m members
• Cultivate funding for regular and expanded For(u)m programming
• Cultivate opportunities and present organizational and programmatic mission in various settings—Rotary clubs, statewide conferences, etc.
• Manage interfaces between public officials, development community, and citizenry in planning/built environment work
• Maintain contacts with business members seeking to expand/move to pair with developer and real estate members
• Assist major annual events: Certified Local Fall Festival & Devour Week, SOCENT Summit, Independents’ Week, and Buy Local Month
• Plan, organize and coordinate signature, members and outside events for the organization
• Attends member mixers as needed
• Attends member seminars as needed
• Provide coverage for outside events

MINIMUM QUALIFICATIONS
• Bachelor’s Degree in Public Policy, Urban Studies/Planning or related
• At least two (2) year job related experience, such as planning/policy related advocacy or research, and/or membership recruitment

KNOWLEDGE AND SKILLS
• Experience managing high-profile relationships with multiple levels of stakeholders
• Proficient in basic computer applications, such as word processing, spreadsheets
• internet usage
• Record keeping skills (for admissions and marketing)
• Organization and planning skills—Basecamp or related platforms a plus
• Demonstrated capability to conduct one’s self in a calm and professional demeanor when dealing with the public and/or with difficult situations
• Demonstrated capability to effectively communicate orally and in writing
• Ability to work well with a diverse group of staff and volunteers
• Willingness to adjust hours to accommodate the needs of the job
• Ability to effectively manage a wide array of tasks, projects, and responsibilities
• Ability to work productively in an unstructured environment with frequent interruptions
• Ability to speak, write, and present effectively and professionally to diverse audiences
• Ability to effectively research and parse public policy and zoning
• Effective listening to diverse public and professional stakeholders
• Skilled public speaker and moderator for speaking to public officials and development community

TO APPLY: Send resume and cover letter to Kimber Lanning at Kimber@LocalFirstAz.com.